



Jon M. Huntsman, Jr.
Governor

Gary R. Herbert
Lieutenant Governor

D'Arcy Dixon Pignanelli
Executive Director

Steven W. Saltzgeber
Division Director

State Of Utah

Department of Administrative Services

Division of Fleet Operations
4120 State Office Building
Salt Lake City, UT 84114

12 AND 15 PASSENGER VAN CHECKLIST

This checklist must be completely read and signed by the driver(s) before operating any 12- or 15- Passenger Vans Leased from the Division of Fleet and Surplus Services.

1. All drivers of these vehicles must be at least 21 years of age.
2. All drivers must have a valid driver's license and must have no moving violations within the past 12 months.
3. All drivers who may operate a vehicle are to become familiar with the location and use of the following: windshield wipers, head lights, turn signals, hazard lights, other switches and particularly the operation of the cruise control. (Using brakes to disengage the cruise control on slick roads is discouraged since it may place the vehicle in a skid.)
4. All drivers must have prior experience operating 12- and 15- Passenger Vans.
5. 15-Passenger Vans must not contain more than nine (9) occupants including the driver.
6. All occupants must wear seat belts at all times.
7. Under no conditions is driving allowed between the hours of 11:00 p.m. and 5:00 a.m.
8. Total daily driving time should not exceed 12 hours without a sleep break at a motel, campsite or other approved location.
9. Pursuant to House Bill #85, 12 and 15 passenger vans may not be used to transport k-12 aged children to and from school related activities.
10. All drivers must have taken the van training provided or approved by Risk Management. (Contact: Steve Hewlett 801.538.9572 for information)

I have read the above stipulations and qualify to drive and will follow each requirement listed.

Signature: _____ Dept: _____ Date: _____